

14 May 2007

CONTRACT PRODUCTION SPECIFICATIONS

TRANSLATION OF FOREIGN LANGUAGE MATERIAL

STATEMENT OF WORK

1. Introduction (Purpose)

The purpose of this external assistance program is to provide the National Geospatial-Intelligence Agency (NGA) with technically accurate English translations of various technical and scientific foreign language publications. These external assistance translations complement the NGA in-house translation program.

2. Scope

a. The material consists of articles, monographs, books, and other types of substantive documents published in various languages (German, Russian, French, Dutch, Spanish, Portuguese, Italian, Czech, Slovak, Polish, Japanese, Ukrainian, and others). The documents cover a variety of scientific and technical subjects of a very complex nature, frequently involving mathematical formulations and/or descriptions of new instruments, systems, and methods. The major fields covered include: astronomy, geodesy, geophysics, gravity/gravimetry, geology, cartography, photogrammetry, optics, space technology, computer applications. Other subjects may be covered on occasion, such as botany, geography, oceanography, navigation, etc.

b. The Government (NGA) will furnish to the contractor either two legible machine copies of the foreign language text material or a legible copy in an appropriate electronic format (Adobe Acrobat, Microsoft Word, or ASCII text) suitable for transmission via email or other telecommunication method. The contractor will in turn deliver to NGA the ordered complete translations along with the respective Government-furnished property on the dates (s) when due and at the place where such deliverable products are to be inspected and accepted by the Government.

c. The Government will review delivered products for accuracy and completeness. The Government either accept or reject the translated product. If rejected the contractor will be notified and must make all changes required by the Government both specific and systematic. If accepted the Government will notify the contractor and authorize payment.

3. Requirements

a. During the period of performance of this statement of work the contractor shall be required to deliver translations of the various foreign language documents as follows:

(1) Complete Translations

(a) A complete translation may be defined as a grammatically and technically correct rendition of the entire foreign text (no words, sentences or paragraphs omitted) written in standard idiomatic English prose. The expression "entire foreign text" shall be construed to include all tables, equations, mathematical symbols, as well as Greek letters, footnotes, bibliographical references, captions, graphs, charts, line drawings, photographs, etc. Only idiomatic American English and standard American spelling will be used.

(b) For the purpose of this work statement, a complete translation is further defined as a technically accurate, flawlessly typed copy of the English rendition of the foreign text. It is recognized that the reproducibility of the graphics will be contingent upon the foreign copy furnished.

(2) Translations of graphics and illustrations

(a) All graphics and illustrations with foreign text, with some exceptions, will be translated. The translated text will replace the original text in the graphic or illustration matching the size and type of the original text as closely as possible.

(b) Portions of published maps or charts with non-English texts that appear as graphics or part of a graphic do not need to be translated. Screen shots of software interface examples with non-English text do not need to be translated. The Government point of contact (POC) should be consulted on all exceptions.

(3) Translation of Bibliographies

Bibliographies and other lists with unnumbered entries, which are in an alphabetical order other than English (e.g. Russian alphabetical listings), will be rearranged in English alphabetical order. (See paragraph 3.c. (6) below for rendition of bibliographic references.)

b. It is the contractor's responsibility to adhere to the requirements contained in this statement of work. It is also the contractor's responsibility to provide the individual translators with the reference materials and other tools necessary to accomplish the work. Further, and most importantly, it is the contractor's responsibility to take whatever quality assurance measures necessary to deliver an acceptable product.

c. Instructions for Preparing Translations

(1) Translation manuscripts shall be provided in a Microsoft Word document, delivered to NGA on a CD, diskette, or electronically transmitted via email or File Transfer Protocol (FTP). The document preferable document format is single column, 1-1/2 spacing, or otherwise double-spaced (with exceptions as stated in Paragraph 3.c. (2)). Each page shall be numbered consecutively at the lower center of the page, beginning with the first page of text.

(2) Footnotes, bibliographic references, table headings, figure captions, and chart legends will be single-spaced wherever possible.

(3) Each page of the translated text shall carry the translation identification number (TC-number, when one is provided) located within the lower right-hand corner of the page.

(4) All graphics, charts, line drawings, diagrams, and equations to be inserted by the contractor into the finished manuscripts must be extracted or scanned from one of the two furnished copies. Other copies are not to be made or substituted by the contractor without NGA's permission.

(5) Footnotes and bibliographical references which appear on the bottom of the page in the foreign document, shall be typed on the page where they are referenced unless the translator has used dictation equipment to record the translation. In the latter case, the footnotes and bibliographic references may be placed at the end of the translation (if short) or at the end of each chapter.

Titles of all bibliographic references are to be rendered in the original language, or in transliterated form, followed by English translation in parenthesis. Example: Grundbegriffe der geodätischen Gravimetrie (Basic concepts of geodetic gravimetry). The same treatment is to be applied to names of scientific institutes or other authorities or to names of foreign publications within the contexts of bibliographic references. Example: Mitteilung Nr. 15 des Instituts für angewandte Geodäsie (Bulletin No.

15 of the Institute of applied Geodesy). English translation may be omitted when there is sufficient similarity between the foreign and English words to assure identification. Example: Bulletin Géodésique.

(6) Summaries/abstracts are to be single-spaced and placed at the beginning (first page) of the translation. If the original document contains an English summary, it may be inserted in the translation provided it is written in acceptable idiomatic English; otherwise it shall be rewritten and, therefore, included in the word count. If a summary is in a foreign language other than that of the body of the document, it shall be translated into English and included in the word count.

(7) Proper names from languages using other than the Latin alphabet, which have been transliterated into languages other than English but which use the Latin alphabet, will be retransliterated into English from the transliteration system peculiar to the particular language from which translation is being accomplished. (For example, an Italian transliteration of the Russian name "Ильюшин" into "Iliuscin" in an Italian publication must be retransliterated to "Il'yushin" in an English translation of the Italian publication.) Proper nouns in languages using the Latin alphabet which have been transliterated into languages using other than the Latin alphabet, will be rendered in the translation, wherever possible, in the original spelling. (For example, the Cyrillic transliteration "Джонсон" will be rendered in English as "Johnson", not "Dzhonson.") The Cyrillic transliteration of the French name "Piaget" to "Пьяжэй" will be rendered in English translation as "Piaget", not "P'yazhey." When the original spelling cannot be verified, transliteration is permitted. When symbols such as subscripts, superscripts and manufacturer's designations written in other than the Latin or Greek alphabet appear in the text, they shall be transliterated or rendered with an equivalent English symbol or abbreviation; however, on their first appearance in the text, the translator shall, through the use of a footnote, explain their meaning. This explanation should include the abbreviation as given in the original text, the transliterated word and the adopted English abbreviation and English word.

(8) All transliterations from scripts utilizing non-Roman alphabets are to be accomplished according to prescribed United States Board on Geographic Names guides. Chinese ideographs will be romanized in accordance with the Hanyu Pinyin system; Japanese will be transliterated according to the Hepburn system. Deviations from these systems are not authorized.

(9) Each completed translation shall have a cover (title) page. This page shall contain the following information: the translated title, original title, author(s), pages translated, number of words translated, translation identification number, the contractor's title, and the name of the translator. If the material selected for translation is a book (either in whole or in part), the title as well as the publishing house and place of publication of the book shall be included. If from a periodical, the title, volume and number shall be included if available. (All Russian is to be transliterated into the Latin alphabet in accordance with the U.S. Board of Geographic Names (BGN) Romanization Guide, 1994.) Format of this page is an option of the contractor, but all of the above information is required. A table of contents shall list the title of each chapter, section, or article of each document actually translated, together with the author(s) and page number (corresponding to the page number in the translation) arranged in proper sequence. The table of contents shall be numbered i, ii, etc., at the bottom of each page.

(10) In general, the remaining translations of the sections found in the original document should be recomposed as they appear in the original. The completed translation shall include the following parts, assembled in the order given here: unnumbered title page, table of contents (if applicable), translated text in proper numerical sequence, footnotes and bibliography.

(11) General Instructions

(a) The translation must be submitted in a Microsoft Word document on a compact disc, diskette, or via telecommunications means such as email.

(b) The text and all other material such as scanned graphics, translation identification numbers, if there is one, and page numbers shall be placed within the limits of the copy area, located one inch inward on all four sides of an 8-1/2 x 11 inch page.

(c) Under the terms of this contract, the contractor and/or subcontractor(s) will not release copies of any translation, or portions thereof, to any individual or organization without the written permission of NGA. Upon completion of the work and receipt of notification of approval and/or payment, any material remaining in the possession of the contractor and/or subcontractor(s) must be destroyed.